

# **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS NORTHERN CALIFORNIA VETERANS CEMETERY**



*11800 Veterans Memorial Drive  
Igo, California, 85635  
Phone: 866-777-4533  
Fax: 530-396-2523*

## **PROTOCOL FOR INTERMENT**

1. Upon arrival at the cemetery, funeral directors and/or responsible family members are expected to check in at the Administration Building. At this time permits and fees (if required) are due, and details of the planned service are shared. A Cemetery Representative must be present at all services and burials, and there are no exceptions permitted.
2. Committal services should last no longer than 30 minutes. If you need more than 30 minutes, please discuss other options with your funeral director. We are happy to provide our facilities for Committal/Internment services only. We have both an indoor and outdoor facility available for these services. Slide shows, projection programs, and televisions are not appropriate. Food and alcohol are not allowed.
3. Services should begin and end on time. Scheduling is based on a 30 minute service.
4. Allow 10 minutes for military honors – consisting of the playing of Taps, the folding and presentation of the flag, and oftentimes includes rifle volleys.
5. All services end at the Committal Shelter or Memorial Building.
6. All burials/inurnments take place immediately following the service.
7. Cemetery Representatives will stay with the casket/urn at the close of the service until removed for burial. Floral arrangements will be placed at the gravesite by cemetery staff.
8. Cemetery Representatives will supervise the placement and burial/inurnment of the casket/urn.
9. Because of safety concerns the cemetery does not permit graveside services. No unauthorized persons will be allowed in the gravesite area during burials.
10. Casket gravesites will be available for viewing at 4:00 PM of the day of the burial. Inurnments are completed within 15 minutes of the Committal Service and loved ones can visit the gravesite immediately following the inurnment.
11. Gravestones are usually ordered the same day as the burial. We request that families bring the completed *Monument Inscription Request* with them the day of the burial/inurnment. The process of ordering, cutting and engraving, shipping, and scheduling installation usually takes approximately two months. Families will be called when the gravestone is placed.
12. Any questions regarding this protocol should be directed to Cemetery Personnel.

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## **GENERAL INFORMATION FOR SCHEDULING BURIALS AND SERVICES**

1. Veterans and dependents meeting eligibility requirements may be buried in the Northern California Veterans Cemetery.
2. There is no cost for the burial of an eligible veteran, but there is a \$500.00 fee for the burial of eligible dependents.
3. The cemetery does not make funeral arrangements, nor provide mortuary or funeral services or perform cremations. Any item or service obtained from a funeral home or cremation office will be at the family's expense.
4. The State Veterans Cemetery provides for in ground casket burial sites, as well as in ground and columbaria niche gravesites for cremated remains.
5. Gravesites are assigned and cannot be selected in advance. Assignments are made without regard to rank, branch of service, or ethnic and religious background. A husband and wife are interred in the same gravesite unless both were veterans, entitling each to their own site.
6. Committal services are conducted Monday through Friday (excluding holidays) at 9:30; 11:00, 12:30 and 2:00. Services are 30 minutes in length and include 10 minutes for military honors ceremonies. If the family needs more than 30 minutes for a service, please discuss other options with your funeral director. Projection slide programs and televisions are not appropriate..
7. The funeral director or next of kin must arrange for the use of clergy if so desired.
8. All services are held at the Committal Shelter or Veterans Memorial Building. The Committal Shelter has limited seating for immediate family and standing room for all others. The Veterans Memorial Building has an occupancy limit of 156 persons..
9. We do not conduct gravesite services due to safety concerns and because they curtail other cemetery operations. For these reasons, committal services are located away from gravesites.
10. The Committal Shelter and Memorial Building are designed to provide a place of respectful remembrance
11. Open caskets and viewing are not permitted at the cemetery.
12. The cemetery provides no reception area for gatherings either before or after the service and alcohol and food are strictly prohibited as part of any service. Families should make alternative arrangements for receptions and/or memorial programs.
13. The Department of Defense is responsible for providing Military Funeral Honors. This program calls for funeral directors to request military funeral honors on behalf of veterans families. Funeral directors should also provide the family with a burial flag. In cases where the family will be scheduling the committal service without the aid of a funeral director, cemetery staff can provide guidance and assistance in requesting honors.
14. Presidential Memorial Certificates are ordered for the next of kin at the same time the headstone or grave marker is ordered.
15. Please call the cemetery at 866-777-4533 if you have questions, seek guidance or wish to schedule,